

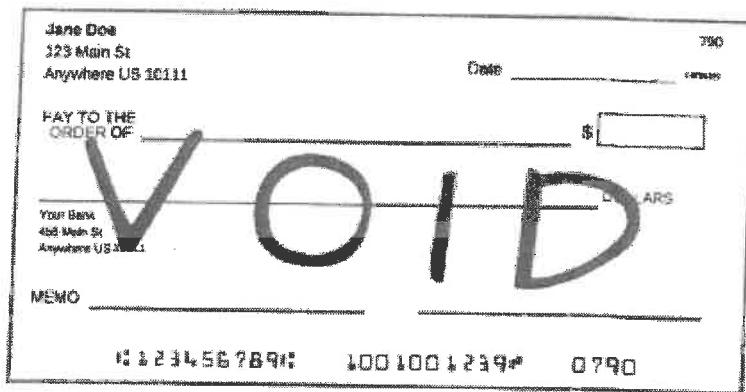
Direct Deposit Form Completion Examples

Net Check Direct Deposit Examples (Examples 1-3)

Example 1 – New Net Account (or for First Time Employee)

Employee wants to establish a new net account (new net account banking institution = 'Your Bank').

Documentation is required (example below)

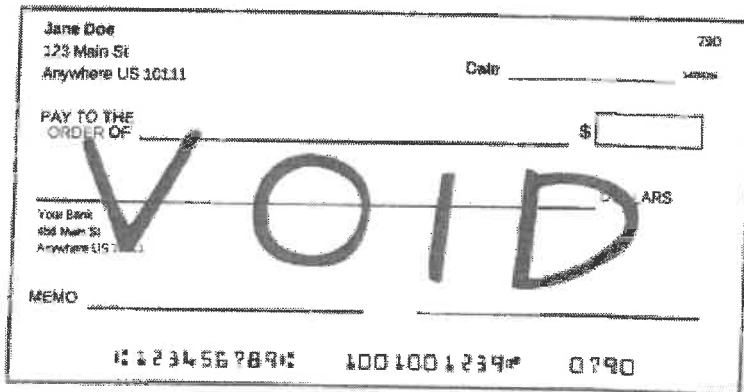


Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)															
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>															
Financial Institution Name (Required even if institution is not changing)															
Your Bank															
Routing Number (Required even if institution is not changing)															
<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div></div>															
Account Type															
<div><div><input checked="" type="checkbox"/> Checking</div><div><input type="checkbox"/> Savings</div></div>															
<div><div><input checked="" type="checkbox"/> New</div><div>OR</div><div><input type="checkbox"/> Change</div></div>															
Amount (Check one): <div><div><input checked="" type="checkbox"/> NET</div><div>OR</div><div><input type="checkbox"/> Fixed Amount, \$</div></div>															
Account Number (Attach voided check or other confirmation of account number)															
<div><div>1</div><div>0</div><div>0</div><div>1</div><div>0</div><div>0</div><div>1</div><div>2</div><div>3</div><div>9</div><div></div><div></div><div></div><div></div><div></div><div></div></div>															

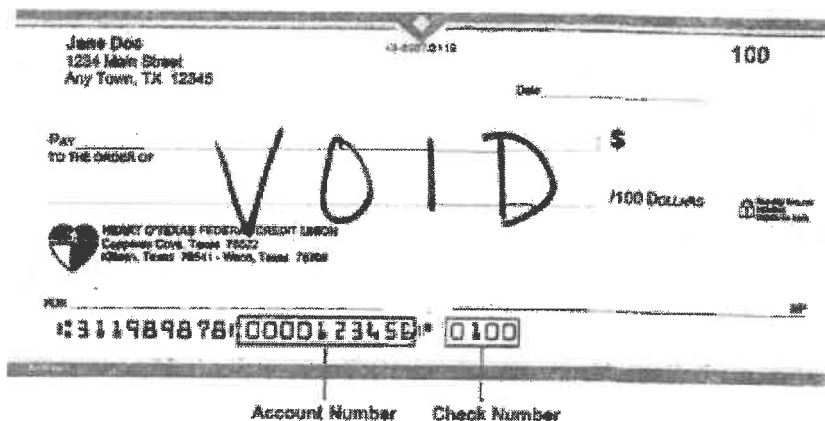
Example 2 – Change Net Account

Employee wants to change the banking institution from an existing institution ('Your Bank') to a new institution ('Heart O' Texas).

'Change From' Bank ('Your Bank') (documentation is not required; it is shown below for informational purposes for this example)



'Change To' Bank ('Heart O' Texas) (documentation is required, example shown below)



Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)															
1	0	0	1	0	0	1	2	3	9						
Financial Institution Name (Required even if institution is not changing)															
Heart O' Texas FCU															
Routing Number (Required even if institution is not changing)															
3	1	1	9	8	9	8	7	8							
Account Type															
<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings															
<input type="checkbox"/> New OR <input checked="" type="checkbox"/> Change Amount (Check one): <input checked="" type="checkbox"/> NET OR <input type="checkbox"/> Fixed Amount, \$															
Account Number (Attach voided check or other confirmation of account number)															
0	0	0	0	1	2	3	4	5	6						

Example 3 – Stop Net

Employee wants to discontinue the net direct deposit from an existing institution ('Heart O' Texas').

(Documentation is not required; it is shown below for informational purposes for this example)

Jane Doe
1234 Main Street
Any Town, TX 12345


100

Date _____

Pay TO THE ORDER OF \$

VOID

7100 DOLLARS

 HEART OF TEXAS FEDERAL CREDIT UNION
Georgetown, Texas 78622
Killeen, Texas 78941 - Waco, Texas 76795

Amount Received
Signature of Cashier

MEMBER

⑆ 311989878 0000123456 ⑆ 0100

Account Number Check Number

Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)

0 0 0 0 1 2 3 4 5 6

Financial Institution Name (Required even if institution is not changing)

Heart O' Texas FCU

Routing Number (Required even if institution is not changing)

Account Type

☒ Checking ☐ Savings

☐ New OR ☒ Change Amount (Check one): ☒ NET OR ☐ Fixed Amount, \$

Account Number (Attach voided check or other confirmation of account number)

5 T O P

Fixed Amount Direct Deposit Examples (Examples 4-8)

Example 4 – New Fixed Account

Employee wants to establish a new fixed amount direct deposit account at a new banking institution ('Your Bank').

Documentation is required (example below)

Jane Doe
123 Main St
Anywhere US 10111

Date _____

PAY TO THE
ORDER OF _____ \$

VOID

Your Bank
456 Main St
Anywhere US 20222

MEMO _____

151234567890 10010012345 0790

Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)

[][][][][][][][][][][][][][][][]

Financial Institution Name (Required even if institution is not changing)

Your Bank _____

Routing Number (Required even if institution is not changing)

[1][2][3][4][5][6][7][8][9]

Account Type

☒ Checking ☐ Savings

☒ New OR ☐ Change Amount (Check one) : ☐ NET OR ☒ Fixed Amount \$ 100.00

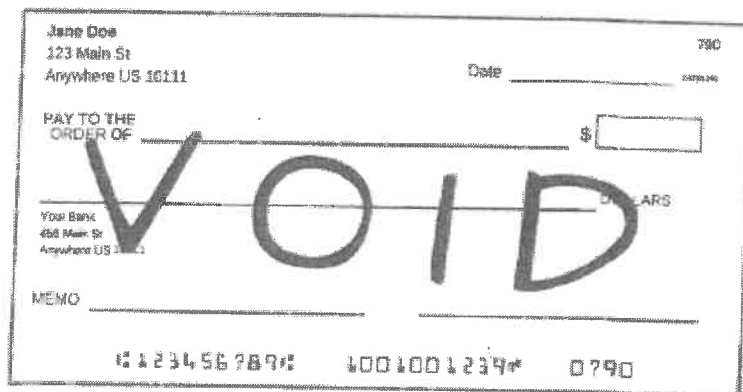
Account Number (Attach voided check or other confirmation of account number)

[1][0][0][1][0][0][1][2][3][9][][][][][][][][]

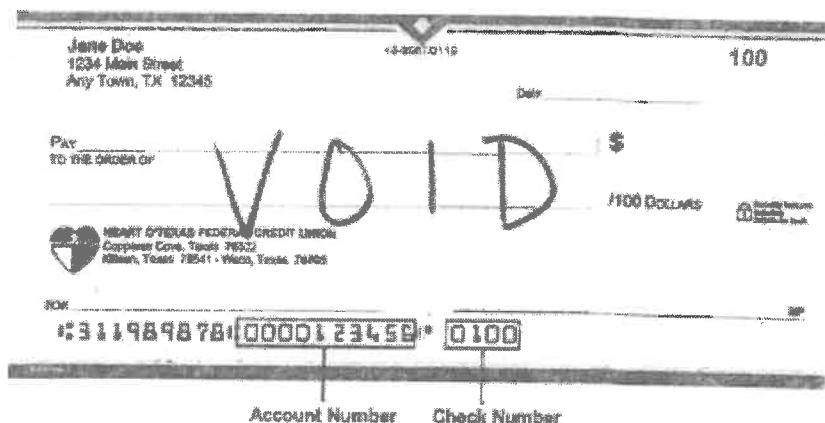
Example 5 – Change Fixed Account and Change Amount

Employee wants to change a fixed amount direct deposit from one banking institution ('Your Bank') to another banking institution (Heart O' Texas) and change the amount.

'Change From' Bank ('Your Bank')(documentation is not required; it is shown below for informational purposes for this example)



'Change To' Bank (documentation is required, example shown below)



Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)

1	0	0	1	0	0	1	2	3	9								
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

Financial Institution Name (Required even if institution is not changing)

Heart O' Texas FCU

Routing Number (Required even if institution is not changing)

3	1	1	9	8	9	8	7	8
---	---	---	---	---	---	---	---	---

Account Type

☒ Checking ☐ Savings

☐ New OR ☒ Change Amount (Check one) : ☐ NET OR ☒ Fixed Amount, \$ 150.00

Account Number (Attach voided check or other confirmation of account number)

0	0	0	0	1	2	3	4	5	6								
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)

0 0 0 0 1 2 3 4 5 6 [] [] [] [] [] [] [] []

Financial Institution Name (Required even if institution is not changing)

Heart O' Texas FCU

Routing Number (Required even if institution is not changing)

[] [] [] [] [] [] [] [] []

Account Type

☒ Checking ☐ Savings

☐ New OR ☒ Change **Amount (Check one):** ☐ NET OR ☒ Fixed Amount, \$ 200.00

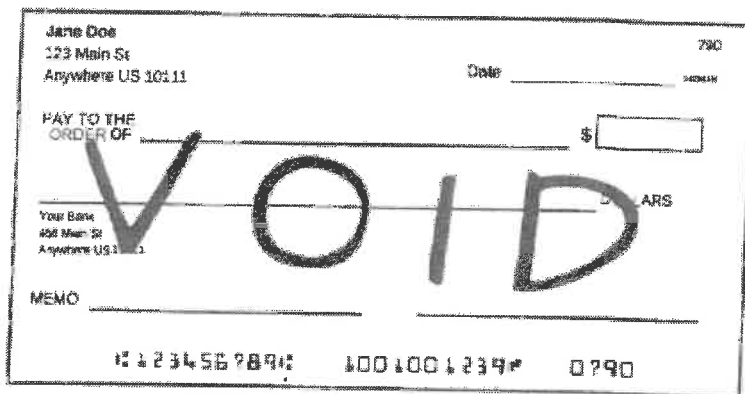
Account Number (Attach voided check or other confirmation of account number)

[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

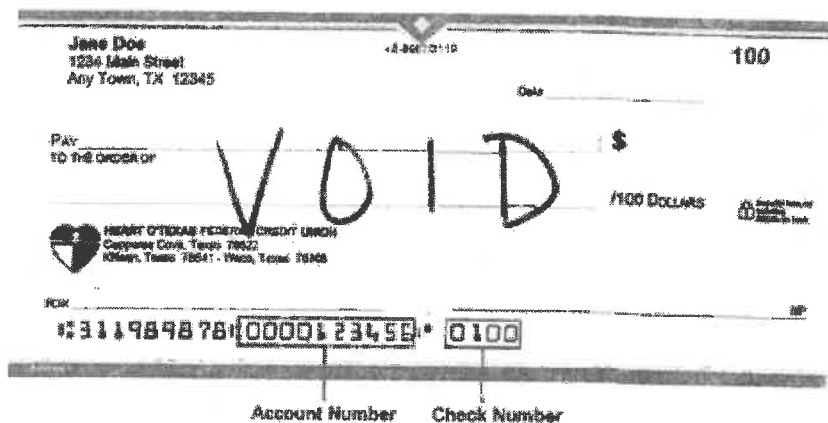
Example 7 – Account Change for Fixed Amount

Employee wants to change a fixed amount direct deposit (fixed amount = \$150) and the banking institution and account number change (from 'Your Bank' to 'Heart O'Texas').

'Change From' Bank ('Your Bank') (documentation is not required; it is shown below for informational purposes for this example)



'Change To' Bank (documentation is required, example shown below)



Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)															
1	0	0	1	0	0	1	2	3	9						
Financial Institution Name (Required even if institution is not changing)															
Heart O' Texas FCU															
Routing Number (Required even if institution is not changing)															
3	1	1	9	8	9	8	7	8							
Account Type															
<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings															
<input type="checkbox"/> New OR <input checked="" type="checkbox"/> Change Amount (Check one): <input type="checkbox"/> NET OR <input checked="" type="checkbox"/> Fixed Amount, \$ 100.00															
Account Number (Attach voided check or other confirmation of account number)															
0	0	0	0	1	2	3	4	5	6						

Example 8 – Stop Fixed Account and Amount

Employee wants to stop a fixed amount direct deposit (new fixed amount = \$0) (banking institution = 'Heart O' Texas' and corresponding account number).

(Documentation is not required; it is shown below for informational purposes for this example)

JANE DOE
 1234 Main Street
 Any Town, TX 12345

100

Date: _____

PAY TO THE ORDER OF:

\$

100 DOLLARS

HEART OF TEXAS FEDERAL CREDIT UNION
 Cypress City, Texas 75002
 Killeen Texas 76541 - Waco, Texas 76798

311989878 000012345 0100

Account Number Check Number

Current Account Number (If changing direct deposit information, the account number where funds were deposited prior to the change you are requesting is required)

0 0 0 0 1 2 3 4 5 6 [] [] [] [] [] [] [] []

Financial Institution Name (Required even if institution is not changing)

Heart O' Texas FCU

Routing Number (Required even if institution is not changing)

[] [] [] [] [] [] [] [] []

Account Type

☒ Checking ☐ Savings

☐ New OR ☒ Change **Amount (Check one):** ☐ NET OR ☒ Fixed Amount, \$ 0.00

Account Number (Attach voided check or other confirmation of account number)

S T O P [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []